

**CARL D. PERKINS VOCATIONAL AND TECHNICAL EDUCATION ACT OF 1998
AND/OR STATE VOCATIONAL EDUCATION
AMENDMENT APPLICATION FOR FISCAL YEAR 2006**

CHECK ONE: ☐ Secondary ☐ Postsecondary

DO NOT ALTER OR REPLICATE THIS FORM

A. PROJECT NUMBER: 06	B. ELIGIBLE RECIPIENT:
C. COUNTY:	D. COUNTY CODE:
E. CONTACT PERSON:	F. TEL #: G. FAX #:
H. CONTACT PERSON E-MAIL ADDRESS:	I. AWARD AMOUNT: \$

J. Reason funds will not be expended as approved (attach additional pages, if necessary):

K. EXPENDITURE CATEGORY	L. FUNCTION & OBJECT CODE	M. APPROVED BUDGET		N. AMENDED BUDGET		O. INCREASE/ DECREASE
		Program Cost	Admin. Costs	Program Cost	Admin. Costs	
INSTRUCTION						
Personal Services - Salaries	100-100					
Purchased Professional & Tech. Services	100-300					
Other Purchased Services	100-500					
General Supplies	100-600					
Other Objects	100-800					
SUBTOTAL INSTRUCTION						
SUPPORT SERVICES						
Personal Services - Salaries	200-100					
Personal Services-Employee Benefits	200-200					
Purchased Prof. & Tech. Services	200-300					
Purchased Prof.-Ed. Services	200-320					
Purchased Property Services	200-400					
Other Purchased Services	200-500					
Travel	200-580					
Supplies and Materials	200-600					
Other Objects	200-800					
Indirect Costs	200-860					
SUBTOTAL SUPPORT SERVICES						
FAC ACQ & CONSTRUCTION SERV						
Buildings	400-720					
Instructional Equipment	400-731					
Noninstructional Equipment	400-732					
SUBTOTAL-FACILITIES ACQUISITION & CONSTRUCTION SERVICES						
Schoolwide Programs: Abbott	520-930					
Schoolwide Programs: Non-Abbott	520-932					
TOTAL PROJECT EXPENDITURES						

P. Approved by Chief School Administrator /
College President/Agency Head:

Signature: _____ Date: _____

Q. Approved by Business Administrator /
Chief Financial Officer:

Signature: _____ Date: _____

R. Board Approval Date: _____

For NJDOE Use Only:

Approval Recommended	Acting Director, OV-TCIP Signature: _____	Date: _____
Approval Recommended	OGM Signature: _____	Date: _____

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AMENDMENT APPLICATION FOR FISCAL YEAR 2006**

INSTRUCTIONS

All Amendment Applications must be submitted by 4 p.m. on or before March 31, 2006.

This document will become **the new budget summary** and will be referred to as such in all reports.

Check appropriate line for Secondary or Postsecondary Spending Plan

A. Enter the **Perkins Project Number**. The Perkins Project Number consists of the type of grant plus the district/college/agency code plus the last two digits of the fiscal year;

Note: All secondary project numbers begin with PERK. Example: PERK 0000-06.

All postsecondary project numbers begin with PSFS. Example: PSFS 0000-06.

B. Enter the **name** of the Eligible Recipient;

C. and D. Enter the name of the **county**; and the **county code**;

E, F, G and H. Enter the information about the **grant contact person**;

I. **Enter the allocation amount** listed on the Notification of Award received by the LEA/college/state agency;

J. Provide a brief but **specific description** why funds will not be expended as approved. Use additional pages if necessary;

K. and L. Enter all **budget figures** by appropriate **Expenditure Categories** and **Function and Object Codes**;

M. Enter **all** figures by Function and Object Code **from the originally approved budget or from the most recently approved amendment application**. **All budget figures** must be entered **even if no change** will be recorded. Complete all subtotal and total lines;

N. **Enter the amended budget request** amount(s) by Function and Object Code(s) **reflecting all changes** made by the eligible recipient. Complete all subtotal and total lines;

O. Enter the **amount of the increase or decrease** of funds for each Function and Object Code. After all increases and decreases are totaled, this should equal **zero** (0) at the bottom of the column.

P. **Signature** of CSO/College President/Agency Head and date of signature;

Q. **Signature** of Business Administrator/Chief Financial Officer and date of signature; and

R. **Date of board approval** for submission of amendment application. If the board, or other governing body, has approved the amendment **before** submission of the document, it is **not** necessary to include the **Board Resolution to Amend**. If the date of approval on the amendment is **after the date of submission**, approval **must** be received by the NJDOE prior to May 1 of the current fiscal year, or the amendment will be disallowed.

Budget Detail forms:

(**Required for budget changes**) Using the Budget Detail forms from the eligible recipient's most recently approved spending plan (including any previous amendments), revise the Budget Detail form(s) and/or submit new forms to accurately reflect the **proposed** budget amendments. Submit the revised Budget Detail forms as part of the Amendment Application. The revised Budget Detail forms should reflect **all cumulative changes** that have been made to the budget. Amended budget detail forms **must** be signed by the chief financial officer.

Send the original and one copy of the completed amendment application to:

Rochelle Hendricks, Acting Director
New Jersey Department of Education
Office of Vocational – Technical, Career and Innovative Programs
P.O. Box 500
Trenton, NJ 08625-0500

The amendment application must be received by the NJDOE on or before March 31, 2006, at 4 p.m.

No Amendment Applications will be accepted after 4 p.m. on this date.